



## Annual Performance and Salary Review 2008 Timeline

### July 1 – July 15

- Employees write accomplishment reports for work performed July 2007 through June 2008 and submit to their supervisors.

### Beginning July 16

- Supervisors review accomplishment reports and discuss any discrepancies with employees.
- Supervisors use 2007 performance review form containing goals set in July 2007 to begin writing performance review.
- Supervisors and employees discuss and finalize goals and competencies for the next review period using the 2008 performance review form.
- Supervisors obtain second-level reviews on the Performance Review Form.

### August 1 – August 31

- **August 15<sup>th</sup>** – deadline for 2<sup>nd</sup> level approval of the Performance Reviews.
- **August 18<sup>th</sup>** – deadline for Division/Section Heads to submit overall performance ratings to Human Resources Services (Compensation).

### September 2 – September 30

- Supervisors and employees discuss performance for the past review period.

### October 1 – October 31

- **October 6<sup>th</sup>** - deadline for non-exempt employees to receive their performance evaluation meeting and payroll authorization.
- **October 17<sup>th</sup>** - deadline for non-exempt employees to receive their performance evaluation meeting and payroll authorization.
- **October 31<sup>st</sup>** - Division/Section Heads forward all completed 2007 performance reviews for all review-eligible employees to the Employee Relations Office (M.S. 124).